

May River Watershed Action Plan

Request for Proposals



#2011-14

The Town of Bluffton, SC wishes to select a consultant or consortium of consultants to assist the Town with the development and implementation strategy of an action plan for the May River watershed. Rising fecal coliform levels reported by the South Carolina Department of Health and Environmental Control – Environmental Quality Control (SCDHEC-EQC) led to a change in the shellfish harvesting classification for the headwaters of the May River from station 19-24 to the westerly extent of the river. A Watershed Action Plan is needed to provide the guidance necessary to identify and implement action that can improve and protect the water quality of the May River.

There will be a pre-bid meeting at Town Hall at 2:00 pm on September 28, 2010, to explain the overall requirements and address specific bidder's questions.

Sealed proposal, including all necessary documents, are due by 5:00 pm, October 5, 2010 at Town Hall, 20 Bridge Street, Bluffton, South Carolina, 29910 clearly marked: Attention: Sandra Lunceford, RFP 2010-14: May River Watershed Action Plan Proposal. Firms should submit one (1) original and four (4) copies by the stated deadline. Each proposal should demonstrate how each firm or collaboration of firms would accomplish the goals as set forth in the scope of services and deliverables section of this RFP. The specific proposals and their contents will not be revealed, as the Town reserves the right to clarify what is being offered and to negotiate with any respondents before a decision is made and an award is announced.

Questions should be addressed to John Carmack via email to jcarmack@townofbluffton.com or faxed to (843) 757-6780. All questions and answers will be posted on the Town's website www.townofbluffton.sc.gov.

SCOPE OF SERVICES

The Town of Bluffton is seeking consulting services to develop a watershed action plan for the May River. The intent of the May River Watershed

Action Plan is to protect the quality of life for greater Bluffton residents and to enable the vitality of the river and surrounding community to continue. Additionally, it is expected that the plan will be dynamic and flexible, allowing for updates as new and better scientific information becomes available.

Other goals of the May River Action Plan include:

- Ensure the cultural, historical and recreational uses of the May River continue for future generations.
- Provide a strategy for assessing problems and implementing solutions to restore shellfish harvesting and protect the May River into the future.
- Establish priorities, identify funding opportunities, coordinate specific partners and timelines and identify mechanisms for measuring success of all Action Plan initiatives.
- Identify opportunities for land purchase, conservation easement purchase, public, private, and public/private opportunities for retrofit.
- Establish priorities, identify funding opportunities, coordinate specific partners and timelines, and identify mechanisms for measuring the success of Action Plan initiatives.
- Serve as a template for other area watershed action plans.
- Provide innovative methodologies and projects to ensure a sustainable May River Watershed

Multi-disciplined, cross-functional teams from multiple companies are encouraged to accomplish the objectives and goals as set forth in this RFP.

The May River Watershed Action Plan shall provide a vehicle for Town Staff and elected officials to describe the Town's future actions on the May River. The document is expected to be one of the primary sources used in securing grants and other funding opportunities for the May River.

A Draft Table of Contents and Deliverables List for the Table of Contents has been developed by Town Staff and is included with this proposal. It is expected that the consultant team will utilize the Draft Table of Contents and Deliverables List in their development of the Action Plan. The Draft Table of Contents and Deliverables List shall be amended as necessary to meet the goals as outlined in this RFP.

The Draft Table of Contents is Attachment 1 of this RFP and the Draft Deliverables List is Attachment 2 of this RFP.

DELIVERABLES

The final deliverable is to be a Watershed Action Plan that is comprised of the following elements:

- Summary of background information, regarding current and anticipated future water quality conditions of the watershed.
- Identification of potential sources of pollution and river impairment.
- Development of strategies to identify effective projects.
- Identification of projects recommended for implementation to include a series of BMP / Capital Projects as well as entity responsible for implementation of projects
- Engineer's Opinion of Cost and schedule for implementation of projects.
- Quantifiable goals to measure success of implementation throughout the life of the plan.
- Finance mechanisms for implementation and maintenance of projects such as taxes, Stormwater Utility Fee, Bonding Stormwater Utility Fee, Special Tax Districts, Tax Increment Financing (TIF) Districts, State Revolving Fund, State Grants, Federal Grants, Private Foundation Grants, and others as appropriate

SCHEDULE

- It is anticipated that a consultant will be selected and under contract by October 12, 2010.
- All work is to be complete by December 29, 2010.

PROPOSAL SUBMITTALS

Proposal submittals shall contain, at a minimum, the following:

- Cover letter.
- Brief description and history of the Offeror's firm.
- Qualification and resumes of the proposed team key personnel.
- Relevant project experience.
- Offeror's approach and Scope of Services, as well narrative detailing as Offeror's understanding of the work, project execution approach and potential alternatives to achieve the desired objectives – discussion of methodology used to execute project to meet the stated project objectives.
- Detailed schedule, addressing tasks and key milestones identified in the consultant's Scope of Services.
- Lump sum cost to perform the services described in the consultant's scope of services.
- Rate schedule by classification and service types anticipated to be used on the project.
- Demonstrate local knowledge of the May River and greater Bluffton area.

EVALUATION CRITERIA

The maximum possible score is 100 points per submittal. Each proposal will be evaluated based on the following:

- Previous Watershed Action Plan and watershed project design experience, including that of the key staff identified for the project as well as diversity of multi-disciplined, cross-functional team (15 points).
- Demonstrated knowledge of coastal system hydrology similar to the May River and Greater Bluffton Area (10 points).
- Demonstrated local knowledge of the May River and greater Bluffton Area (5 points).
- Ability to complete scope within designated time frame (10 points).
- Experience with TMDLs and coordination with SCDHEC (10 points).
- Clarity of the Scope of Services with respect to meeting the Town's objectives within the stated project deadline (20 points).
- Municipal references for stormwater/watershed-related projects (10 points).
- Cost and Fee Structure (20 points).

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods and services.

The Town does not discriminate on the basis of race color, national origin, sex, religion, age or disability in employment or in the provisions of goods or services.